

**Professional Licensing Agency**  
402 West Washington Street  
Room W072  
Indianapolis, Indiana 46204



**Michael R. Pence**  
*Governor of Indiana*  
**Nicholas W. Rhoad**  
*IPLA Executive Director*

### Residential Care Administrator Renewal

Your Residential Care Administrator license in the state of Indiana expires on August 31, 2014. Renew online at [www.pla.in.gov](http://www.pla.in.gov) or send this form with the renewal fee of \$100.00 to the office address shown in the above right corner. Make check or money order payable to 'Indiana Professional Licensing Agency'. If this document is postmarked after 8/31/2014 you must include a \$50 late fee. Allow at least 4 weeks for the processing of this paper document. If you answer 'Yes' to any of questions 1-4 below send a detailed statement regarding the response with your renewal form.

<b>LICENSEE INFORMATION: Update address, if needed, and provide a current phone number and email address</b>				
Licensee Name		License Number	Expiration Date	Renewal Fee
Street Address				
City		State	Zip Code	
Phone Number		Email Address		
<b>QUESTIONS</b>				
1. Since you last renewed, has any professional license, certificate, registration, or permit you hold or have held been disciplined or are formal charges pending in any state?				YES NO
2. Since you last renewed, have you been denied a license, certificate, registration, or permit in any state?				YES NO
3. Since you last renewed, and except for minor violations of traffic laws resulting in fines and arrests or convictions that have been expunged by a court, have you been arrested, entered into a diversion agreement, been convicted of, pled guilty to, or pled nolo contendere to any offense, misdemeanor, or felony in any state?				YES NO
4. Since you last renewed, have you ever been terminated, reprimanded, disciplined, or demoted in the scope of your practice as a Health Facility Administrator or as another health care professional?				YES NO
5. If you wish to renew as inactive, please select yes. If you wish your license to remain in active status, please select no. You must renew to inactive status if you have not completed your required CE hours or not renew at all. You cannot work with an inactive license.				YES NO
<b>LICENSEE AFFIRMATION</b>				
I hereby swear or affirm under the penalties of perjury that I understand and have met the continuing education requirements for active renewal, understand the Indiana Board of Health Facility Administrators statutes and rules and have answered the questions true to the best of my knowledge.				
Signature of Licensee			Date (month, day, year)	

**Continuing Education:** You must obtain at least forty (40) hours of continuing education during each two (2) year licensing period. If you are not currently or previously licensed in another state, you will not be required to complete the continuing education requirements for the two (2) year licensing period in which your license is issued.

Visit us on the web at [www.pla.in.gov](http://www.pla.in.gov). If you have any questions for the Indiana Board of Health Facility Administrators please email [pla4@pla.in.gov](mailto:pla4@pla.in.gov) or call 317-234-2067.

<b>FOR OFFICE USE ONLY</b>		
Renewal Fee	Receipt No.	Date